

## Operations Buyer

As the Operations Buyer in the Procurement team, you will embrace working as part of a team and possess a strong will to succeed. You will support the daily activities for all procurement and estimating requirements within the Operations function. You will ensure that all materials and services are delivered on time and in full to meet MRP demand.

### Operations Buyer Responsibilities:

- Raise all purchase orders for goods, materials, and services in line with MRP and non-stock business demand, ensuring consistent Quality, OTIF (On Time in Full) and cost performance KPIs are met
- Analyse stock usage to ensure resourcing and stock holding decisions meet the business needs
- Work proactively within the MRP system, utilizing the available various reports and information from suppliers to provide effective visibility to the business of any supply issues
- Ensure new Costings are completed and returned to support sales function demand
- Generate quotations, including material costs, suppliers, MOQs, MOVs and lead times
- Negotiate best price with suppliers
- Ensure products are quoted accurately
- Make sure that all details are provided in full to Sales in the Cost Request return
- Ensure that all annualised Productivity Targets are achieved to support FY plans.
- Support the development of supplier relationships and ensure supplier KPI's are successfully achieved

### Operations Buyer Requirements:

- Self-motivated and a team player
- Proven background of developing strong relationships with suppliers to achieve best results
- Determined character, with the ability to achieve objectives and have a result orientated approach
- High standard of numeracy skills

### Qualifications / Experience

- Supply Chain experience (preferably +3 years)
- Experience of negotiating with suppliers
- Ability to work in a fast-paced environment
- Excellent communication/interpersonal skills
- Excellent working knowledge of ERP systems
- IT literate with excellent working knowledge of Word, Excel, and PowerPoint

### About Us:

IrvinGQ is part of a highly successful international parent company. We are at the forefront of design, manufacturing, and technology for an innovative range of products to worldwide customers within the demanding Aerospace and Defence sectors.

**Salary:** £25K to £26K dependent on qualifications and experience

**ADDRESS** Bettws Road, Llangeinor, Bridgend, CF32 8PL  
**PHONE** +44 (0) 1656 727000



**Location:** Bridgend, South Wales

**Contract type:** Permanent

**Hours:** 36 per week, full time

**Benefits:** Pension Salary Sacrifice Scheme, Cycle to Work Scheme, Life Assurance, Company Sick Pay, Corporate Eyecare vouchers

You may have experience of the following: Buyer, Purchasing, Operations Buyer, Purchasing Manager, Procurement, Buyer, Procurement Manager, Supplier Engagement, Purchasing, Buying, Administrator, etc.

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